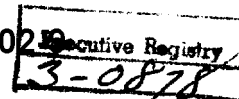30 June 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT   : DCI Signature on Award Certificate

25X1A

1. Reference your approval of Employee Awards Committee recommendation in connection with meritorious suggestion of ███████████████.

2. Committee recommendation included, in addition to pay step increase, Certificate of Award.

3. Certificate of Award requires signature of DCI.

4. There is attached hereto a note for DCI requesting signature.

██████████████████   25X1A

MATTHEW BAIRD
Chairman, Efficiency Awards Committee

Attachment

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT   : Recommended Awards for Meritorious Suggestion and
                  Superior Accomplishment

1. The Central Intelligence Agency Efficiency Awards Committee was
convened on Thursday, 12 June 1952. Members present were:

25X1A

Matthew Baird   – Chairman
                    – (for Comptroller)
Wilfred L. Peel   – Chief, Organization and Methods Service
George E. Meloon   – Personnel Director

25X1A

                    – Recorder

2. The Committee voted favorable action on the following recommendations:

    A. Meritorious Suggestion

25X1A

Mail-file Clerk, GS-5
CIA Library
Office of Collection and Dissemination

    (1) Suggestion: Discontinue stamping "DESTROY AFTER USE"
    on such extra copies of intelligence documents as are
    disseminated to the CIA Library and which need not be
    returned to the CIA Library for file and reference use.
    Notify all CIA offices of this change.

         This suggestion has been put into effect in the OCD
    Library with a resultant saving of approximately 6 man-
    hours per day. Savings based on the salary of a GS-2
    Clerk amount to Approximately $2,000 per year.

    (2) Award Recommended:

         (a) One-step in-grade salary increase
         (b) Certificate of Award

    (3) Authority: CIA Regulation [redacted] Paragraph E (1)   25X1A
    (a) (2) and Paragraph C (3).

                        * * * *

3. The Committee recommends your approval of the awards proposed in
the foregoing paragraphs.

                              /s/
                        MATTHEW BAIRD
APPROVED: Chairman, Efficiency Awards Committee
    /s/ 20 Jun 52
L. K. WHITE
Acting Deputy Director
(Administration)

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